



PROCEDURE FOR ORDERING AND INSTALLING KEY BOXES

I. ORDERING KNOX BOXES

- A. Box MUST HAVE Medeco Level 7 restricted key way, U/L listed, compatible with Bakersfield Fire Department key (any approved manufacturer).
 1. If installer chooses to utilize boxes manufactured by "The Knox Company," contact the Fire Marshal at 661-326-3979 for Authorization/Order form.
 - a. Complete Sections 1, 2, 3, and 4 of the application; and have the Authorization/Order form signed by an authorized Bakersfield Fire Department representative whose signature is registered with "The Knox Company."
 - b. Information regarding different models and options is on the back of the Authorization/Order form. Under normal circumstances, the Model 3200, without tamper switches, is acceptable.
 - c. If the installer desires a higher level of security, the extra heavy duty models or boxes with tamper switches can be utilized. In instances where padlocks, hazardous materials cabinets, or key switches are required, contact the Fire Marshal for specific information.

II. INSTALLATION OF BOXES

- A. Boxes are delivered with the door unlocked so the box can be mounted without the key. Installation should normally be near the main entrance at a height of eight to twelve feet above grade to prevent tampering with the box.
- B. Upon completion of the installation, ***notify the Fire Marshal***. A fire engine company will be sent out as soon as practical with a key to lock the box (the key should be specifically labeled in the box).

NOTE: If any time keys to the building are changed, the Fire Marshal should be notified so the keys in the box can be changed.

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